



City of Collegedale

Commercial Project Permitting Checklist

Project Name: _____

Single Point of Contact - Project Representative Name: _____

Email: _____ Phone: _____

The purpose of this checklist is to assist in the Commercial Building permitting issuance process. **An owner must represent a project or appoint a representative who will serve as a single point of contact for each project. (3) Full complete hard copy sets of plans must be submitted to our Building Department along with PDF of electronic plan documents emailed to the Building, Codes, & Safety Officer (single point of contact for the City) along with Design Review and Non-Residential Plan Review Fees paid before any reviews can be performed. As each set of plans is reviewed, review comments from staff will be emailed to the Single Point of Contact – Project Representative.** All comments must be satisfactorily addressed, additional permits obtained, and other documents provided(see page 2) before Building Permit will be issued. Should additional reviews be needed after the second review has been performed, a rate of \$75/hour will be charged for time spent on each review. Please note that these additional charges must be paid prior to issuance of the Building Permit.

Design Review Documents: (See Commercial and Multi-Family Design Standards Ordinance #1000) – Design Review Committee Approval Required

- ☐ Completed Design Review Application and \$100 fee paid
- ☐ Vicinity Plan showing project in relation to surrounding area within 1,000 feet of the site
- ☐ Site Plan (shows vehicular access, parking (including # of spaces), service areas and trash collection facilities, conceptual-landscaping, property lines and building setbacks on all sides, building footprints, topography lines at a minimum 2-foot contour interval for finished grade, and areas of cut and fill)
- ☐ Color Elevation Drawings of Front, Sides, and Rear of each building showing texture, color, and identify materials and percentages of each material used
- ☐ Site and Building Section Drawings illustrating how the proposed building or addition and the site would appear in cross-section
- ☐ Exterior Lighting Plan showing fixture locations, specifications, and lighting levels
- ☐ Physical samples of materials and photographs of the project site

The above plans must be submitted on or before the 20th of each month for Design Review to be considered at the following month planning commission meeting held at the 2nd Monday of each month at Collegedale City Hall Courtroom at 6pm.

Full Architectural Plans: (Including, but not limited to:) Building Dept. Approval, Fire Marshal Approval, and State Fire Marshal Approval (if applicable) Required

- ☐ Non-Residential Plan Review Fee Paid (25% of Building Permit Fee)
- ☐ Plan View of footing layout ☐ Sectional of Footings ☐ Roof Plan ☐ Roof Framing Plan ☐ Floor Plan
- ☐ Floor Framing Plan ☐ Complete Section Drawings ☐ Mechanical Drawings with riser diagram
- ☐ Electrical Drawing with riser diagram ☐ Plumbing Drawings with riser diagram and/or Gas Piping Drawings
- ☐ Life Safety Plans showing travel distance, common path of egress travel, etc. ☐ Door and Window Finish Schedule
- ☐ Label all rooms and spaces as to use ☐ Label all rated walls and partitions – Ext. and Int.
- ☐ Show all openings in int. & ext. walls ☐ Plan view and dimension restrooms ☐ Show required turning radius in restrooms

See page 2 for list of other required plans, permits, and documents required prior to issuance of Commercial Building permit.



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(Cont'd)

Landscape Plan (See Collegedale Landscape Ordinance #983) – **City Engineer Approval Required**

(must be signed by Licensed Landscape Architect or Landscape Professional and include site amenities from Design Standards and dumpster & utility screening, etc.)

Civil Construction Plans: (See Section 17.01 of Collegedale Zoning Ordinance) – **City Engineer Approval Required**

- ☐ Grading Plan ☐ Initial Erosion Control Plan ☐ Final Erosion Control Plan ☐ Site Details
☐ Storm Water Pollution Prevention Plan (SWPPP) ☐ Hydraulic Calculations

Other permits and documents required prior to issuance of the Building Permit include:

- State of TN Notice of Coverage (NOC) (> 1 acre disturbed)
- Hamilton County Water Quality Permit (> 1 acre disturbed)
- Collegedale Land Disturbance Permit
- Flood Hazard Development Permit (if any portion of property is located in Special Flood Hazard Area –SFHA)
- Hamilton County Waste Water Treatment Authority Sewer permit (if applicable)
- Hamilton County Health Department Septic Permit (if applicable)
- Collegedale Sewer Permit (if applicable)
- State of TN Highway Encroachment Permit (if applicable)
- State of TN Aquatic Resource Alteration Permit (ARAP) or other related permits(if applicable)

Note: Full Architectural Plans, Landscape Plans, and Civil Construction Plans must be submitted together as a single submittal.

Partial submittals will not be accepted.